

TRADE FACILITATION IMPLEMENTATION GUIDE

Rationalise
documents and
information
requirements -
Itinerary



Rationalize trade documents and information requirements

FAQs



What are trade documents and what are they used for?
How to identify redundant and obsolete requirements?
How to reduce and harmonize data requirements and documents?

Structure of the itinerary



- Overview of different trade documents and their purpose, such as invoice, commercial manifest, and customs declaration
- Presentation of strategic options and tools to rationalise documents and information requirements
 - Trade Documents
 - Business Processes and Documents
 - Document Alignment
 - Paperless trade and E-business solutions

Role of trade documents

- **Trade Documents are the core means of exchanging the information**
- **Goods can not move faster than the information that controls them**
- **Information is the key to efficiency of processes**
- **.. and to risk analysis, supply chain management**



Large document volume in global trade

- **UN/CEFACT:** export process average: 27 parties involved, 40+ documents, 300+ copies to manage export processes
- **UNCTAD:** 5 Bio Trade and Transport documents are issued annually
- **Total US international trade documentation annually consumes more than one billion man hours, equal to 600 thousand work years**
- **Australia: 22 Agencies collect the name of the exporter on 118 different forms**
 ..described in 61 different ways



Many Trade Documents

Examples of trade documents

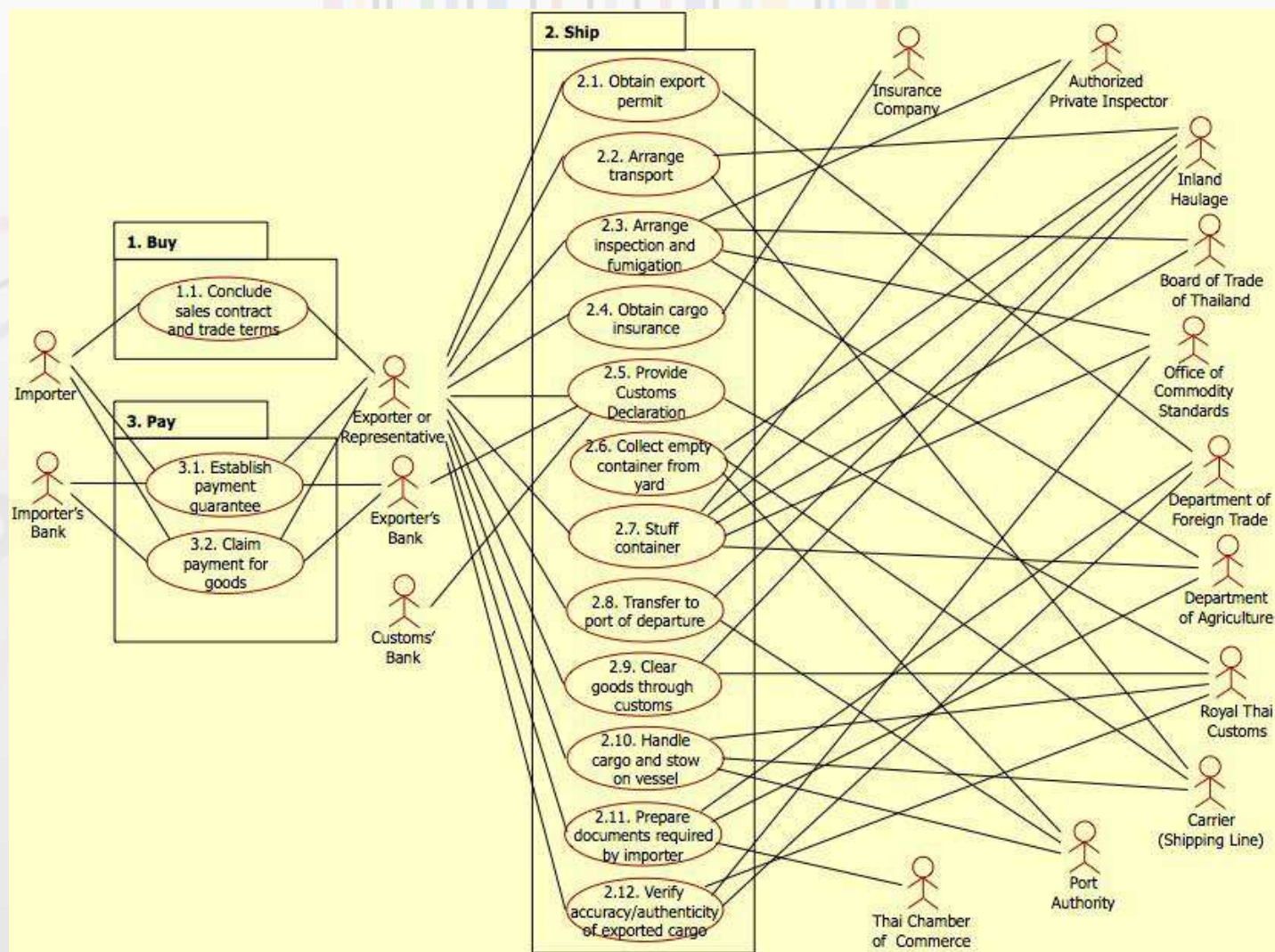
- Enquiry
- Despatch advice
- Payment order
- Forwarding instructions
- Goods receipt
- Rail consignment note
- TIR carnet



UN/EDIFACT DE 1001 has 700 codes for trade documents

Enquiry Order **Despatch advice** Collection order
Payment order **Letter of credit** Forwarding instructions
Forwarder's invoice Goods receipt **Air waybill** Freight invoice Road
consignment note **Transit manifest** Export licence **Bill of**
lading **UN/EDIFACT [DE 1001](#)**
Cargo manifest **Exchange control doc**
Phytosanitary certificate **TIR carnet** Rail consignment
note **Veterinary certificate** **Goods**
declaration **[Examples of trade documents](#)** Packing note **Certificate of**
origin Consular invoice **Dangerous goods declaration**
Import/Export licence **Customs delivery note**

Export of Jasmine Rice from Thailand Information: Participants, processes, data



Export of Jasmine Rice from Thailand

Information: Participants, processes, data

Table A3-1. Core business processes and stakeholders involved in jasmine rice export

| Party \ Core business process | Authorized Private Inspector | Board of Trade of Thailand | Carrier (Shipping Line) | Customs | Department of Agriculture | Department of Foreign Trade | Exporter's Bank | Exporter or Representative | Importer | Importer's Bank | Inland Haulage | Insurance Company | Bureau of National Import-Export Product Standards | Port Authority | Thai Chamber of Commerce |
|--|------------------------------|----------------------------|-------------------------|---------|---------------------------|-----------------------------|-----------------|----------------------------|----------|-----------------|----------------|-------------------|--|----------------|--------------------------|
| 1. Buy | | | | | | | | | | | | | | | |
| 1.1. Conclude sales contract and trade terms | | | | | | | | x | x | | | | | | |
| 2. Ship | | | | | | | | | | | | | | | |
| 2.1. Obtain export permit | | | | | | x | | x | | | | | | | |
| 2.2. Arrange transport | | | x | | | | | x | | | x | | | | |
| 2.3. Arrange the inspection and fumigation | x | x | | | x | | | x | | | | | x | | |
| 2.4. Obtain cargo insurance | | | | | | | | x | | | | x | | | |
| 2.5. Provide customs declaration | | | | x | | | | x | | | | | | | |
| 2.6. Collect empty container from yard | | | x | | | | | | | x | | | | x | |
| 2.7. Stuff container | x | x | | | x | | | x | | x | | x | | | |
| 2.8. Transfer to port of departure | | | | | | | | x | | | x | | | x | |
| 2.9. Clear goods through customs | | | | x | | | | x | | | x | | | | |
| 2.10. Handle cargo and stow on vessel | | | x | x | | | | x | | | x | | | x | |
| 2.11. Prepare documents required by importer | | | | | x | x | | x | | | | | | | x |
| 2.12. Verify the accuracy/authenticity of exported cargo | | | | x | | x | | x | | | | | x | | |
| 3. Pay | | | | | | | | | | | | | | | |
| 3.1. Establish payment guarantee | | | | | | | x | x | x | x | | | | | |
| 3.2. Claim payment for goods | | | | | | | x | x | x | x | | | | | |

Documents related to Exportation of Rice

(from purchase order until the cargo container leaving the sea port)

36 documents involving 15 parties, and more than 1,140 data elements to be filled in

Buy/Pay Docs

1. Proforma Invoice (35)
2. Purchase Order (39)
3. Commercial Invoice (51)
4. Application for Letter of Credit (24)
5. Letter of Credit (32)
6. Packing List (25)
7. Cargo Insurance Application Form (20)
8. Cover Note (23)
9. Insurance Policy (24)
10. Booking Request Form – Border Crossing (25)
11. Booking Confirmation – Border Crossing (30)
12. Booking Request Form – Inland Transport (16)
13. Booking Confirmation – Inland Transport (18)
14. Bill of Lading (42)
15. Empty Container Movement Request (TKT 305) (20)
16. Request for Port Entry (TKT 308.2) (27)
17. Equipment Interchange Report (EIR) (24)
18. Container Loading List (28)
19. Container List Message (32)
20. Outward Container List (34)

Transport Docs

Regulatory Docs

21. Master Sea Cargo Manifest (17)
22. House Sea Cargo Manifest
23. Export Declaration (114)
24. Good Transition Control List (27)
25. Application for Permission to Export Rice (KP. 2) (24)
26. Sales Report (KP 3) (21)
27. Application for the Collection of the Permit for the Export of Rice (A. 3) (35)
28. Permit for the Export of Rice (A. 4) (35)
29. Application for Certificate of Standards of Product (MS. 13/1) (44)
30. Certificate of Analysis (17)
31. Certificate of Product Standards (MS. 24/1) (45)
32. Certificate of Fumigation (21)
33. Application for Phytosanitary Certificate (PQ. 9) (29)
34. Phytosanitary Certificate (33)
35. Application for Certificate of Origin (42)
36. Certificate of Origin (38)

* Number in parenthesis is the no. of data elements

Exercise 1: Documents in an international trade transaction

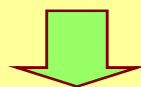
- How many invoices are known in EDIFACT?
<http://www.unece.org/trade/untdid/d10b/tred/tred1001.htm>
- Think of a cross border supply chain of a specific consignment (flowers, rice, meat,..) from country Export to country Import
- Q1: Which of these documents are required in the
 - country of Export
 - country of Import
- Q2: Which party requests these documents
- Q3: Try to classify these documents
 - commercial, regulatory, transport, financial
 - Mandatory vs mutual agreed (contractual)

Why Standards for Trade Documents?

Since modern global trade...

- takes place in a *multi-lingual environment*
- touches *different legislation of different countries/ regions*
- involves *various and independent parties*
- uses *complex & redundant trade documents* (both in paper & electronic formats) for information exchange

Simplification and Standardization of Trade Documents



automation of trade documents and procedures

History: A global standard for trade documents...

- Until the 1960s, no standardisation in terms of design, content or layout to trade documents. There was a clear need for a global solution
- 1960s: UNECE examines the possibility of reducing, simplifying and standardizing external trade documents
- 1963: International model form adopted as a Layout Key
- 1960's and 1970s: UNECE Layout Key introduced by many international organisations and countries worldwide through the work of UNECE, UNCTAD and other organisations
- 1978: UNLK Recommendation had gained worldwide acceptance and was re-named as the United Nations Layout Key for Trade Documents

Why UNLK?

- **The lead standard & key instrument for simplification of trade documents**
- **The UN Layout Key comprises:**
 1. **Standard Layout Key to render information**
 2. **Rules for modification of the standard Layout Key**
 3. **Standards for coded data entries**
 4. **Standard for the semantic of data (UNTDDED)**
 5. **A concept to create aligned sets of trade documents**



UNLK and ISO 3535

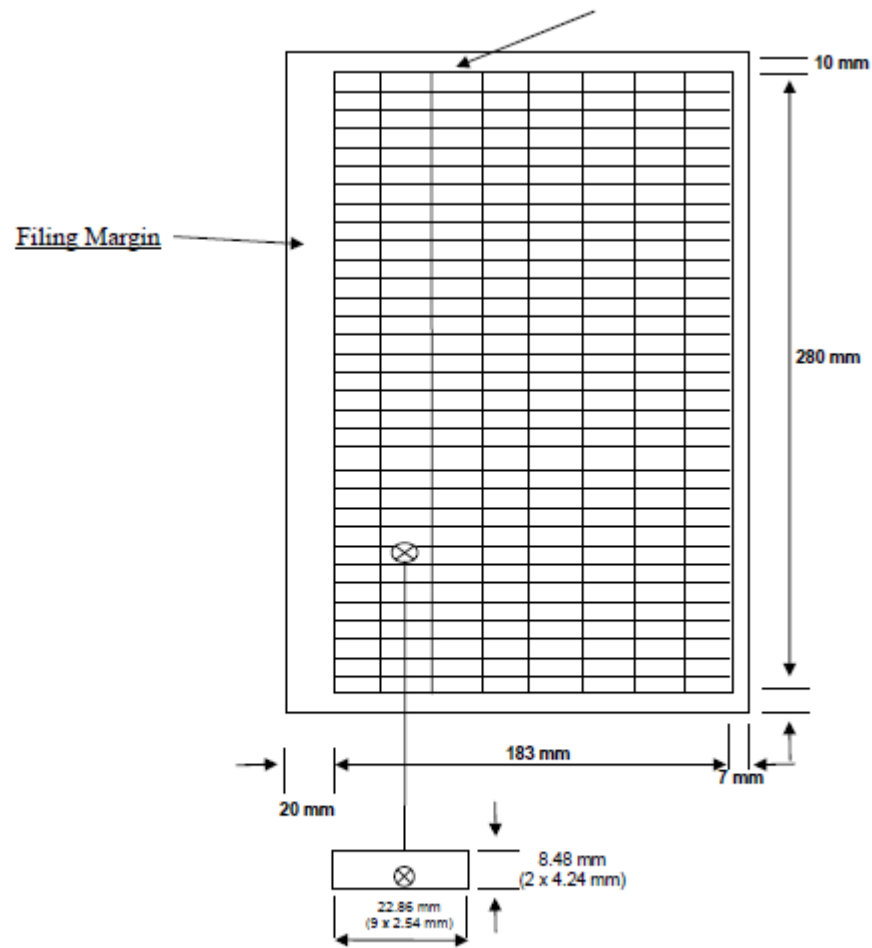
FIATA FORWARDING INSTRUCTIONS FFI

| | | | | | | |
|----|--|------|---|----------------------|--|--------------------------------|
| 04 | Consignor (1) | | Emblem of National Association (2) | | (approved by FIATA) Consignor's reference No. | |
| 06 | | | | | | |
| 08 | Consignee (3) | | Freight Forwarder (4) | | | |
| 10 | | | | | | |
| 12 | | | | | | |
| 14 | Notify party (5) | | Country of origin (6) | | Documentary credit (7) | |
| 16 | | | | | | |
| 18 | Goods ready for shipment (8) | | Conditions of sale (9) | | | |
| 20 | Place _____ Date _____ | | | | | |
| 22 | Mode of transport (10) | | Transport insurance (11) | | Insurance conditions | |
| 24 | <input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea | | Covered by us Covered by consignee To be covered by you | | Currency and value insured | |
| 26 | Place of destination _____ | | | | | |
| 28 | Marks & numbers (12) | (13) | Number & type of pkgs. | Description of goods | Commodity code (14) | Gross weight (15) Cube (16) |

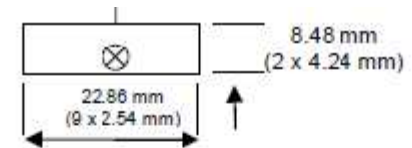
LAYOUT KEY FOR TRADE DOCUMENTS



| | | | | |
|---|---|--|------------------------|-------|
| Consignor (Exporter) | | Date, Reference No, etc. | | |
| Consignee | | Buyer (if other than consignee) or other address | | |
| Notify or delivery address | | Country whence consigned | | |
| | | Country of origin | Country of destination | |
| Transport details | | Terms of delivery and payment | | |
| Shipping marks ; Container No. | Number and kind of packages ; Goods description | Commodity No. | Gross weight | Cube |
| | | | Net quantity | Value |
| <div style="text-align: center; font-size: 2em; opacity: 0.5; transform: rotate(-15deg);">Free disposal</div> | | | | |
| | | | | |



| Measurements: | | |
|---------------|-------|------------------------------------|
| Top margin: | 10 mm | (⁹ / ₁₆ in) |



| Measurements: | | |
|-----------------------|--------|------------------------------------|
| Top margin: | 10 mm | (⁹ / ₁₆ in) |
| Image area: | 280 mm | (11 in) |
| Bottom margin: | 7 mm | (⁷ / ₁₆ in) |
| Total height: | 297 mm | 11 ² / ₃ in |
| Filing margin: | 20 mm | ⁸ / ₁₀ in |
| Image area: | 183 mm | 7 ² / ₁₀ in |
| Outer margin: | 7 mm | ³ / ₁₀ in |
| Total width: | 210 mm | 8 ³ / ₁₀ in |
| 66 x 8 Standard Boxes | | |

Image 1: Design Sheet

Example of Box Design Principle

from FIATA Forwarding Instructions FFI

FIATA FORWARDING INSTRUCTIONS FFI

3336 Consignor

1



(approved by FIATA)

1492 Consignor's reference No.

2

3132 Consignee

3

3170 Freight Forwarder

4

Box Heading/
Field Heading

Data Field

Box

Consignor (Exporter)

Consignee

**Notify or delivery
address**

Transport details

**Shipping marks;
Container No.**

**Number & kind of
packages; Goods
description**

LAYOUT KEY FOR TRADE DOCUMENTS

| | | | | | |
|---|---|---|--------------|-------------------|--|
| Consignor (Exporter) | | Date, Reference No, etc. | | | |
| Consignee | | Byer (if other than consignee) or other address | | | |
| Notify or delivery address | | Country whence consigned | | Country of origin | |
| | | Country of destination | | | |
| Transport details | | Terms of delivery and payment | | | |
| Shipping marks ; Container No. | Number and kind of packages ; Goods description | Commodity No. | Gross weight | Cube | |
| | | | Net quantity | Value | |
| <p>Free disposal</p> | | | | | |
| | | | | | |
| Place and date of issue; Authentication | | | | | |

Date, Reference No, etc.

**Buyer (if other than consignee)
or other address**

Country whence consigned

Country of origin

Country of destination

Terms of delivery and payment

Commodity No.

Gross weight

Cube

Net quantity

Value

**More particular needs in
individual applications**

**Place and date of issue;
Authentication**

Layout Key for Trade Documents

UNLK: four simple rules for alignment of a trade document



- Data elements specified in the LK should be placed in the corresponding place
- Boxes can be further sub-divided to further specify information
- Data elements not specified in the LK are placed in the *free disposal* area
- Data elements not required can be omitted. The gained space is for *free disposal*.

FIATA FORWARDING INSTRUCTIONS FFI

Free disposal

| |
|---------------------------------|
| Place and date of issue; Author |
|---------------------------------|

| | | | |
|--|-------------------------------------|--|---|
| 3336 Consignor 1 | | <div style="text-align: center;">Emblem of National Association</div> (approved by FIATA) 1492 Consignor's reference No. 2 | |
| 3132 Consignee 3 | | 3170 Freight Forwarder 4 | |
| 3180 Notify party 5 | | 3238 Country of origin 6 | Documentary credit 7 |
| Goods ready for shipment Place _____ Date _____ 8 | | 4490 Conditions of sale 9 | |
| 8066 Mode of transport 10 | | Transport insurance 11 | |
| <input type="checkbox"/> Air | <input type="checkbox"/> Road | <input type="checkbox"/> | Covered by us |
| <input type="checkbox"/> Rail | <input type="checkbox"/> Sea | <input type="checkbox"/> | Covered by consignee |
| 3258 Place of destination | | To be covered by you | 4112 Insurance conditions 6345 Currency and 5011 value insured |
| 7102 Marks & numbers 12 | 7224 Number & 7064 type of pkgs. | 7002 Description of goods 13 | 7357 Commodity code 14 |
| | | | 6292 Gross weight 15 |
| | | | 6048 Net net weight Value |
| | | | 6322 Cube 16 |
| The goods and instructions are accepted and dealt with subject to the Trading Conditions printed overleaf. | | | |
| 4078 Handling instructions (dangerous goods etc.) 17 | | | |
| Dimensions / Measurement and weight of each package | | | |
| 1346 Document enclosed: | | 1160 Document required: 18 | Orig. Copy |
| | | | 4052 Terms of delivery 19 |
| | | | 3410 Place and 2006 date of issue 20 |
| | | | 4426 Authentication 21 |

Did you say Paris?

There are six locations in the world called “Paris”

| | | |
|-------|-----|-------|
| US IL | PRP | Paris |
| US KY | PZT | Paris |
| US TN | PHT | Paris |
| US TX | PRX | Paris |
| CA ON | PAO | Paris |
| FR 75 | PAR | Paris |



The Paris in Canada is identified by CAPAO, the Paris in France by FRPAR

...just try to send a container to Paris in Canada without a LOCODE

Use of coded data entries

Importance of codes for trade data exchange

Codes:

- Are language independent
- Avoid costly errors and misunderstandings
- Unique → step towards automation
- Maintenance is outsourced
- Worldwide usage: by WCO, IATA, FIATA, UPU, UN/EDIFACT, UNLK etc.



Rec:19
Mode of Transport

Rec:16
UN/Locode

ISO Country
Code

Rec: 17
Payment
Terms

at Professional - [UNSAID_SAMPLE.pdf]

Document Tools Advanced Window

122%

Review & Comment Secure Sign Advanced Editing Select Text Save

Bookmarks Signatures Layers Pages Comments

EUROPEAN COMMUNITY
EXPORT CUSTOMS DECLARATION

1 Declaration

1 Consignor / Exporter

3 Forms 4 Loading lists

5 Items 6 Total packages 7 Reference number

9 Person responsible for financial settlement No

10 Country first 11 Trading 13 CAP

14 Consignee / Representative No

15 Country of despatch / export 17 Country destin.Code

16 Country of origin 17 Country of final destination

18 Identity and nationality of means of transport / departure 19 Ctr. 20 Delivery terms

21 Identity and nationality of active means of transport crossing the border 22 Currency and total amount invoiced

25 Mode of transport 26 Inland mode 27 Place of loading 28 Financial and banking data

29 Office of exit 30 Location of goods

31 Marks and numbers - Container No(s) - Numbers and kind

32 Article No. 33 Commodity code

34 Country origin code 35 Gross mass (kg)

Rec:9
Currency Code

Commodity
Code

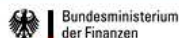
Rec: 28
Means of
Transport

Rec: 21
Package Codes

Rec:20 Units of
Measurement

Sets of aligned trade documents: National Forms Server

Bundesfinanzministerium | Zoll | Datenschutzerklärung | Impressum | FAQ | Neue Formulare



Formular-Management-System



Home
Suche
Formulare A-Z
Steuerformulare
Bürger
Unternehmen
Verwaltung
Log off

Forms catalogue Verwaltung

Open folder

- Formulare für die Verwaltung
(Name: root)
 - Zölle
(Name: zoelle)
 - Zölle Allgemein
(Name: zoelle_allgm)

Folder's contents

- 0006a Antrag auf Durchführung einer kostenpflichtigen Amtshandlung für die Dauer einer (FormularID: 0006a) [Info]
- 0006 Antrag auf Befreiung vom Zollflugplatzzwang und Antrag auf Durchführung einer k (FormularID: 0006) [Info]
- 0009 Antrag auf kostenpflichtige Amtshandlungen (FormularID: 0009) [Info]
- 0060 Unbedenklichkeitsbescheinigung für Zulassung eines Kraftfahrzeugs oder Kraftfahr (FormularID: 0060) [Info]
- 0110 Erklärung über die Schiffsvorräte (2012) (FormularID: 0110) [Info]
- 0111 Erklärung über die persönliche Habe der Besatzung (2011) (FormularID: 0111) [Info]
- 0120 Erklärung für Gegenstände erzieherischen, wissenschaftlichen oder kulturellen Charakters (FormularID: 0120) [Info]
- 0121 Erklärung für wissenschaftliche Instrumente oder Apparate (FormularID: 0121) [Info]
- 0122 Erklärung für Gegenstände für Behinderte (FormularID: 0122) [Info]
- 0123-E- Erklärung für Erprobungswaren (2010) (FormularID: 0123) [Info]
- 0124 Erklärung für medizinische Instrumente und Apparate (FormularID: 0124) [Info]
- 0214 -E- Erklärung einer versorgungsberechtigten Person (2011) (FormularID: 0214) [Info]
- 0215 Übernahme von Waren aus der Truppenverwendung

FIATA FORWARDI



100% Ihre Sitzung läuft in 44 Minuten ab.

Formular-Management-System

Anleitung

EUROPAISCHE GEMEINSCHAFT - EPAS

A VERSENDUNGS-AUSFUHRZOLLSTELLE

| | | | | | | | | | |
|---|---|--|--|--|---------------------|---|---------------|---|--|
| Exemplar für das Versendungs-/Ausfuhrland | 1 | | 2 Versender/Anmelder Nr. <input type="text"/> | | 1 ANMELDUNG | | | | |
| | | | | | Bes. Umst. (§32) | | | | |
| | | | 3 Vorderseite | | 4 Ladeliste | | | | |
| | | | 5 Postmenge | | 6 Packst. insgesamt | | 7 Bezeichnung | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | 8 Empfänger Nr. <input type="text"/> | | | | Nummer des Zollverschlusses (§28) | | | |
| | | | | | | | | | |
| | | 14 Anmelde/Referenz Nr. <input type="text"/> | | | | Beihilfengruppe, Code für die Zahlungsweise (§29) | | 15 Verw./Ausf.L. Code | |
| | | | | | | | | a <input type="text"/> b <input type="text"/> | |
| | | | | | | Codes für die Zahlungsweise der Länder (§13) | | 17 Bestimm.L. Code | |
| | | | | | | | | a <input type="text"/> b <input type="text"/> | |
| | | 18 Kennzeichen und Staatszugehörigkeit des Beförderungsmitglieds beim Abgang | | 19 Ctr. | | 20 Liegt bedingtes | | | |
| | | | | | | | | | |
| | | 21 Kennzeichen und Staatszugehörigkeit des gewerblichen oder aktiven Beförderungsmitglieds | | 22 Währung, in Rechnung gestellt/Gesamtbetr. | | 23 Umrechnungssatz | | 24 Art des Geschäfts | |
| | | | | | | | | | |
| | | 25 Verkeimungsgehalt | | 26 Infraktion Ver- | | | | | |
| | | | | | | | | | |
| | | 27 Ausfuhrzoll | | 28 Währungs- | | | | | |
| | | | | | | | | | |

Exercise 2: A standard layout for trade documents

- Which type of invoices are known in EDIFACT?
<http://www.unece.org/trade/untdid/d10b/tred/tred1001.htm>
- Look at an SAD: Is it an aligned document?
 - What UNLK components can you identify?
 - Which type of code lists does it contain?
- **A national aligned set of trade documents/forms server in your country:**
 - Which documents are aligned in your country?
 - What could your county do to align its trade documents?
 - A national forms server: Is it feasible? What would be the costs, benefits for trade /governments
 - How could a forms server be implemented: Phases, objectives, organization, maintenance..

From paper based trade

- Trade using paper documents is based on human to human interaction
 - Common understanding of
 - who does what and how
 - What information means
 - ..and how it is interpreted
- ☐ ..most of the time



..towards simplified and automated trade

- **Communication between automated and streamlined environments requires precise definitions of**
 - The processes (who, what, how, when, why)
 - the meaning of data (semantic)
 - ..and the structure of the data

□ **..all the time!**



Example: Name of a person in a paper document

Name



- Nickull, Duane A.
- Mr. Nickull
- Duane Nickull
- D. A. Nickull
- Duane A. Nickull
- Duane Allan Nickull
- Nickull, Duane Allan
- Mr. D. Nickull
- Monsieur D.A. Nickull
- ...

The meaning of data..

What is a “Delivery Date”?

There is a need to provide commonly accepted definitions for data elements in a Form



Semantic for information in documents (UNTDDED)

UNTDDED ([ISO 7372](#))

A repository with definitions of important data elements used in international trade

Example:

2024 Delivery last date

Last date, and optionally time of a delivery, in figures and words.

UN TD ED

The United Nations Trade Data Element Directory (UNTDDED, ISO 7372) is developed and published by [UN/CEFACT](#). A [UN Layout Key \(UNLK\)](#) trade document has boxes which requires specific data that can be put in. The requirements for each box is recorded in a dictionary called the Trade Data Elements Directory (UNTDDED, ISO 7372). The directory consists of a four- digit number to identify each data element, a data element name and a description that provides a definition of the data element. It provides an internationally accepted standard repository for the semantic of trade data elements used in international trade. The UNTDDED has also been integrated into the latest standards for electronic trade documents, such as the [UN/CEFACT Core Component Library \(CCL\)](#) or [UN/EDIFACT](#). Therefore the UNLK, CCL and UN/EDIFACT are intrinsically linked because of UNTDDED.

|  United Nations Economic Commission for Europe United Nations Centre for Trade Facilitation and Electronic Business UN/CEFACT | | | | |
|---|---------------------------------------|--|-------------|--|
| eBusiness Standards | | | | |
| UNTDDED – ISO 7372 | | | | |
| B2 | Document Type Name Text | | | |
| A | ISO7372 TD ED Name | Definition | TD ED repr. | Locations, Bridges |
| 1 | 1000 Document. Type Name.Text | Free text name of a document such as 352 for Proforma invoice, 380 for Commercial invoice. | an..35 | UNLK: L 02; P 45-80 MAR: IMO/FAL 1-7 |
| 2 | 1001 Document. Type.Code | Code specifying the name of a document such as 352 for Proforma invoice, 380 for Commercial invoice. | an..3 | UNLK: L 04; P 41-45 CIMP: (120); a1 SAD: (SAD 1(first to third subdivision)) |
| 3 | 1099 Transport Means. Stay.Identifier | Identifier of the stay of a means of transport in a port or airport | an..35 | |
| 4 | 4219 Transport Service. Priority.Code | Code specifying the priority of a transport service. | an..3 | CIMP: (704);a1 |

Mapping between paper form and data dictionary

| | | | | | | | | | | | | | | | | | |
|---|---|---|---|--|--|--|--|--|--|--|--|---|--|--|--|--|--|
| 1. Goods consigned from (Exporter's business name, address, country) | | | | | | Reference No. ASEAN TRADE IN GOODS AGREEMENT/ ASEAN INDUSTRIAL COOPERATION SCHEME CERTIFICATE OF ORIGIN (Combined Declaration and Certificate) FORM D Issued in _____ (Country) See Overleaf Notes | | | | | | ASEAN ATIGA FORM D Data | | | | | |
| 2. Goods consigned to (Consignee's name, address, country) | | | | | | 0-1 Reference Number TDDED 1004: Reference number identifying a specific document. an..35 (Min=1, Max=1) | | | | | | 1 Goods consigned from (Exporter's business name, address, country) TDDED 3036: Name (and address) of the party consigning the goods as stipulated in the contract by the party ordering the transport (This may be the exporter or seller.) an..35 (Min=1, Max=1) | | | | | |
| 3. Means of transport and route (as far as known) Departure date Vessel's name/ Aircraft etc. Port of Discharge | | | | | | 4. For Official Use <input type="checkbox"/> Preferential Treatment Given Under ASEAN Trade in Goods Agreement <input type="checkbox"/> Preferential Treatment Given Under ASEAN Industrial Cooperation Scheme <input type="checkbox"/> Preferential Treatment Not Given (Please state reason/s) | | | | | | 2 Goods consigned to (Consignee's name, address, country) TDDED 3132: Name and address of party to which goods are consigned an..512 (Min=1, Max= 1) | | | | | |
| | | | | | | Signature of Authorised Signatory of the Importing Country | | | | | | 3-1 Departure date TDDED 2380: The value of a date, a date and time, a time or of a period in a specified representation. an..35 (Min=1, Max= 1) | | | | | |
| 5. Item number | 6. Marks and numbers on packages | 7. Number and type of packages, description of goods (including quantity where appropriate and HS number of the importing country) | 8. Origin criterion (see Overleaf Notes) | 9. Gross weight or other quantity and value (FOB) | 10. Number and date of invoices | | | | | | | 3-2 Vessel's name/aircraft etc. TDDED 8212: Name of a specific means of transport such as the vessel name an..35 (Min=1, Max= 1) | | | | | |

Best Practice: Box Completion Guides

Example: The Sea Waybill form with boxes numbered

| | | |
|---|--|---|
| Consignor (name, address, tax reference) 01 | Shipper's reference 02a | Bill of lading number 02b |
| | Forwarder's reference 02c | |
| | Unique consignment reference 02d | |
| Consignee (name, address, tax reference) | | Carrier (name, address, tax reference) |

Box Completion Guidelines for Box 01 (Consignor) and Box 02a (Consignor's reference)

Box 01: Consignor (name, address, Tax Scheme)

| UNTDDED tag | Data element name | Data element description | Directions for completing the box | Usage |
|-------------|-----------------------------------|--|---|---|
| 3336 | Consignor. Identification.Text | Name of the party consigning the goods as stipulated in the contract by the party ordering the transport | Enter the name and address of the party consigning the goods; this may be the exporter or seller | Mandatory. Repr: an..256 |
| 3446 | Party. Tax.Identifier. | To identify a number assigned to a party by a tax authority | If the company is registered for VAT enter the relevant VAT number for EC supplies only. The number should be prefixed with the country code for the state e.g. GB is the code for United Kingdom | Mandatory if registered for VAT Repr: an..20 |

Box 02a: Consignor's reference

| UNTDDED tag | Data element name | Data element description | Directions for completing the box | Usage |
|-------------|---|--|---|------------------------------|
| 1140 | Consignment. Consignor Assigned Identification Identifier. | Reference number assigned by the consignor to a particular consignment | Enter the consignor's number used to reference this consignment | Recommended. Repr: an..35 |

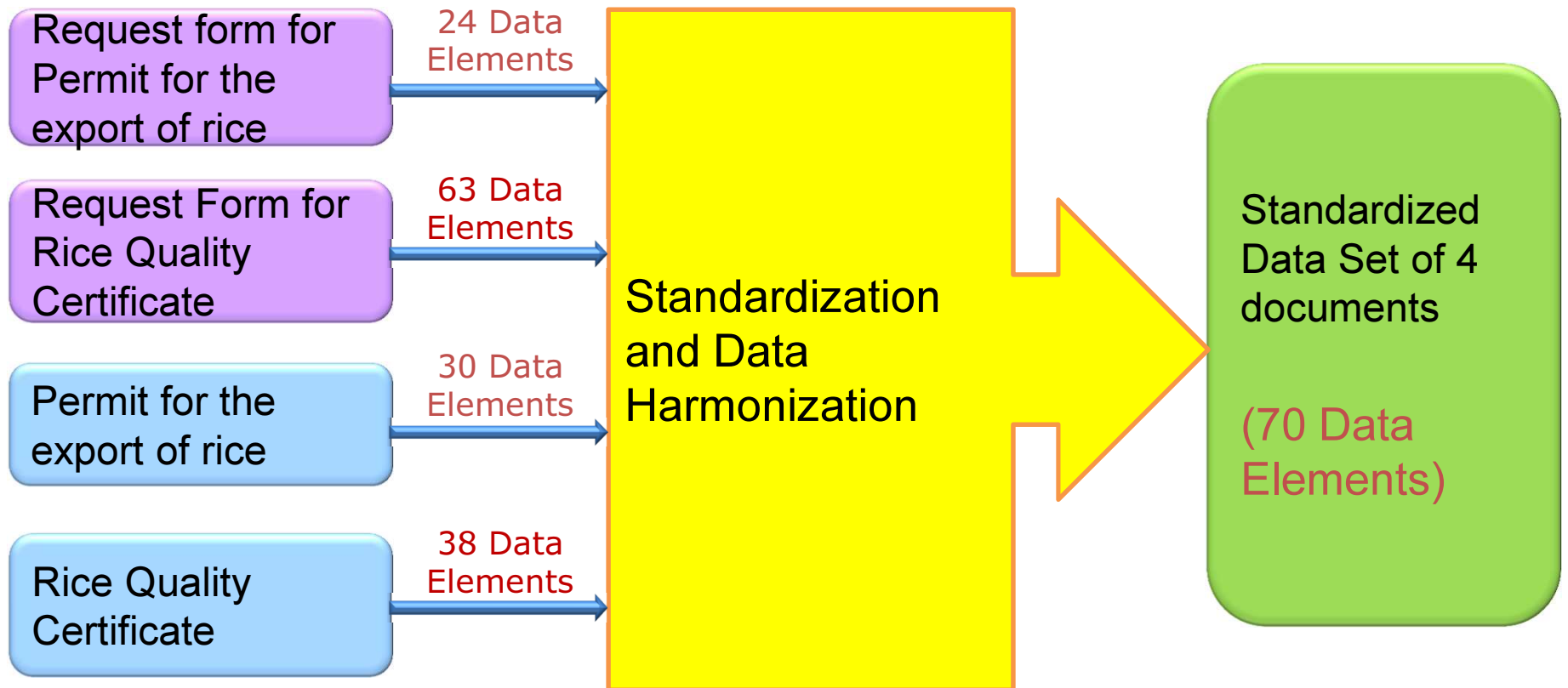
| Certificate of Origin A Certificate of Origin certifies expressly that the goods to which the certificate relates originate in a specific country. Department of Foreign Trade, Ministry of Commerce, Thailand | Permit for the Export of Rice (A. 4) Permit for the Export of Rice (A. 4) is only given to rice exporters who follow the Ministry of Commerce's Regulation for Rice Exportation 1997. Department of Foreign Trade, Ministry of Commerce, Thailand | Certificate of Standards of Products (MS. 24) Certificate of Standards of Products (MS. 24) certifies that the rice to be exported has the quality set by importer. Board of Trade of Thailand |
|---|--|---|
| 4 Place of departure TDED 3214: Name of the port, airport or other type of location from which a means of transport is scheduled to depart or has departed an.. 256 (Min=1, Max=1) | 11 Place of departure TDED 3214: Name of the port, airport or other type of location from which a means of transport is scheduled to depart or has departed an.. 256 (Min = 1, Max = 1) | 20 Place of departure TDED 3214: Name of the port, airport or other type of location from which a means of transport is scheduled to depart or has departed an.. 256 (Min = 1, Max = 1) |
| 7 Country of destination of goods TDED 3014: Name of the country to which a consignment of goods is to be or has been delivered. an..35 (Min=1, Max=1) | 5 Destination country TDED 3216: Name of the country to which the goods are to be delivered to the final consignee or buyer an..35 (Min = 1, Max = 1) | 21 Country of destination of goods TDED 3014: Name of the country to which a consignment of goods is to be or has been delivered. an..35 (Min = 1, Max = 1) |
| 8 Supplementary details TDED 4142: Text related to a document. an..512 (Min=0, Max=1) | | |
| | 12 Line item TDED 1082: An identifier differentiating an individual line item from within a series an..6 (Min = 1, Max = unbounded) | |
| | 17 Price (FOB) TDED 5032: Amount declared for customs purposes of those goods in a consignment which are subject to the same customs procedure, and have the same tariff/statistical heading, country information and duty regime n..18 (Min = 1, Max = unbounded) | 13 FOB Amount TDED 5032: Amount declared for customs purposes of those goods in a consignment which are subject to the same customs procedure, and have the same tariff/statistical heading, country information and duty regime n..18 (Min = 1, Max = unbounded) |
| 9 Marks and numbers on packages TDED 7102: Marks and numbers identifying individual packages an..512 (Min=1, Max= unbounded) | | 18 Marks and numbers on packages TDED 7102: Marks and numbers identifying individual packages an..512 (Min = 1, Max = unbounded) |

The common definition of data in an aligned form using UNTDED
allows the exchange of data between documents
(70% of all information in trade documents is shared)

4.1 Identical to the UNLK

| | UNTDED tag | Sea | Rail | Road | Air | Post | Mult |
|----------------------------------|------------|-----|------|------|-----|------|------|
| Consignee | 3132 | X | X | X | X | X | X |
| Notify address | 3180 | X | | | | | X |
| Shipping marks; container number | 7102 | X | | | | | X |
| Number of packages | 7224 | X | X | X | | X | X |
| Type of packages | 7064 | X | X | X | | X | X |
| Description of goods | 7002 | X | X | X | X | X | X |
| Gross weight | 6292 | X | X | X | X | X | X |
| Place of issue | 3420 | X | X | X | X | | X |
| Document date | 2416 | X | X | X | X | | |
| Authentication | 4426 | X | X | X | X | | X |

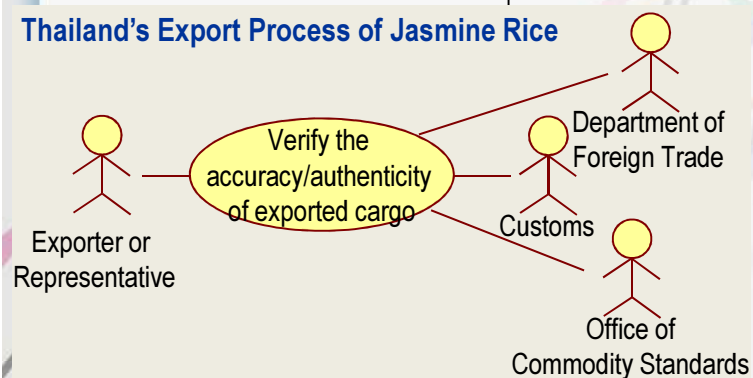
Example - Data Harmonization of 4 documents (Exporting Rice)



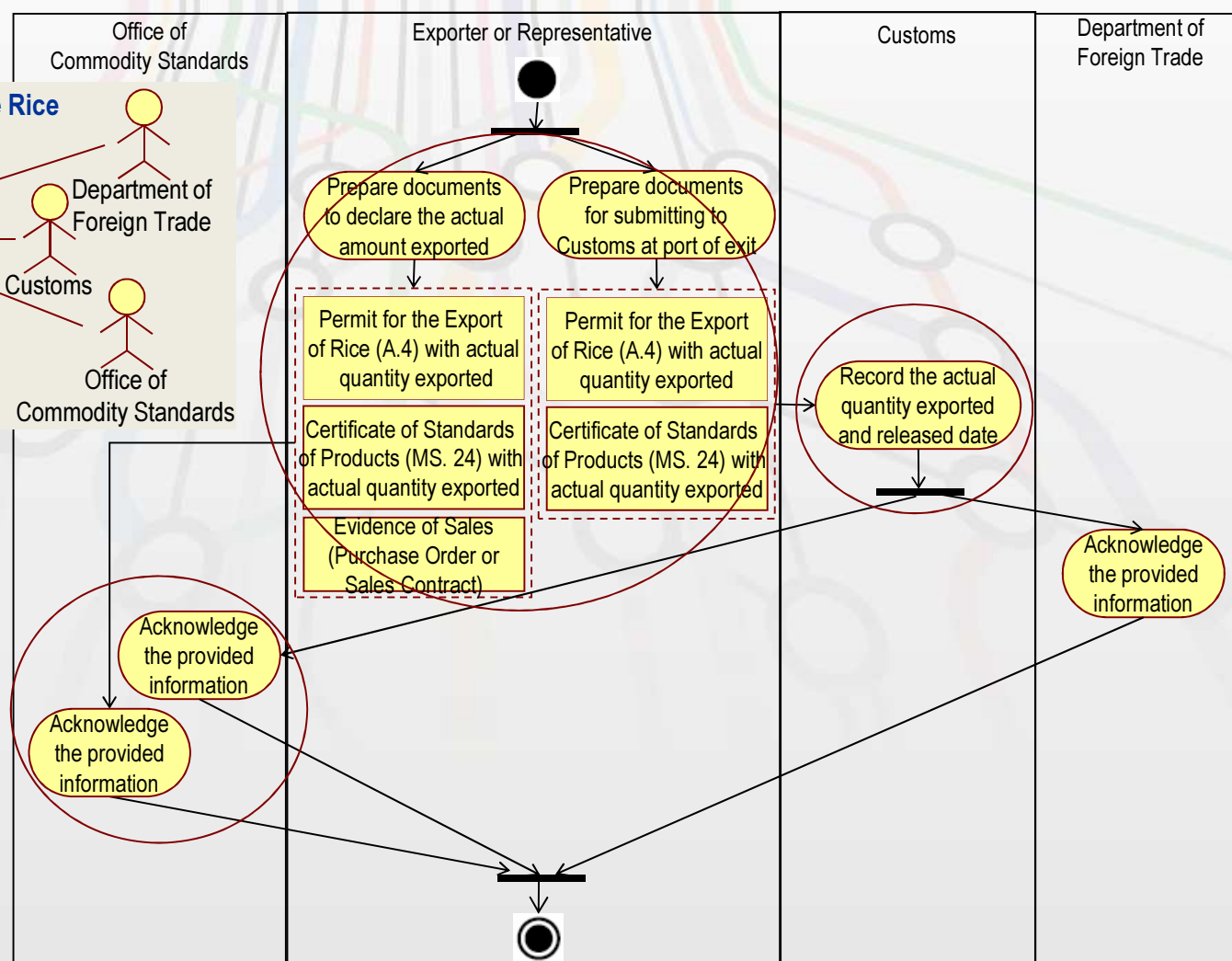
Standardization and Harmonization can reduce the data elements
from 24+63+30+38=155 data elements
to **70 data elements** for a standardized data set

Example: Simplified documents → simplified processes

Thailand's Export Process of Jasmine Rice

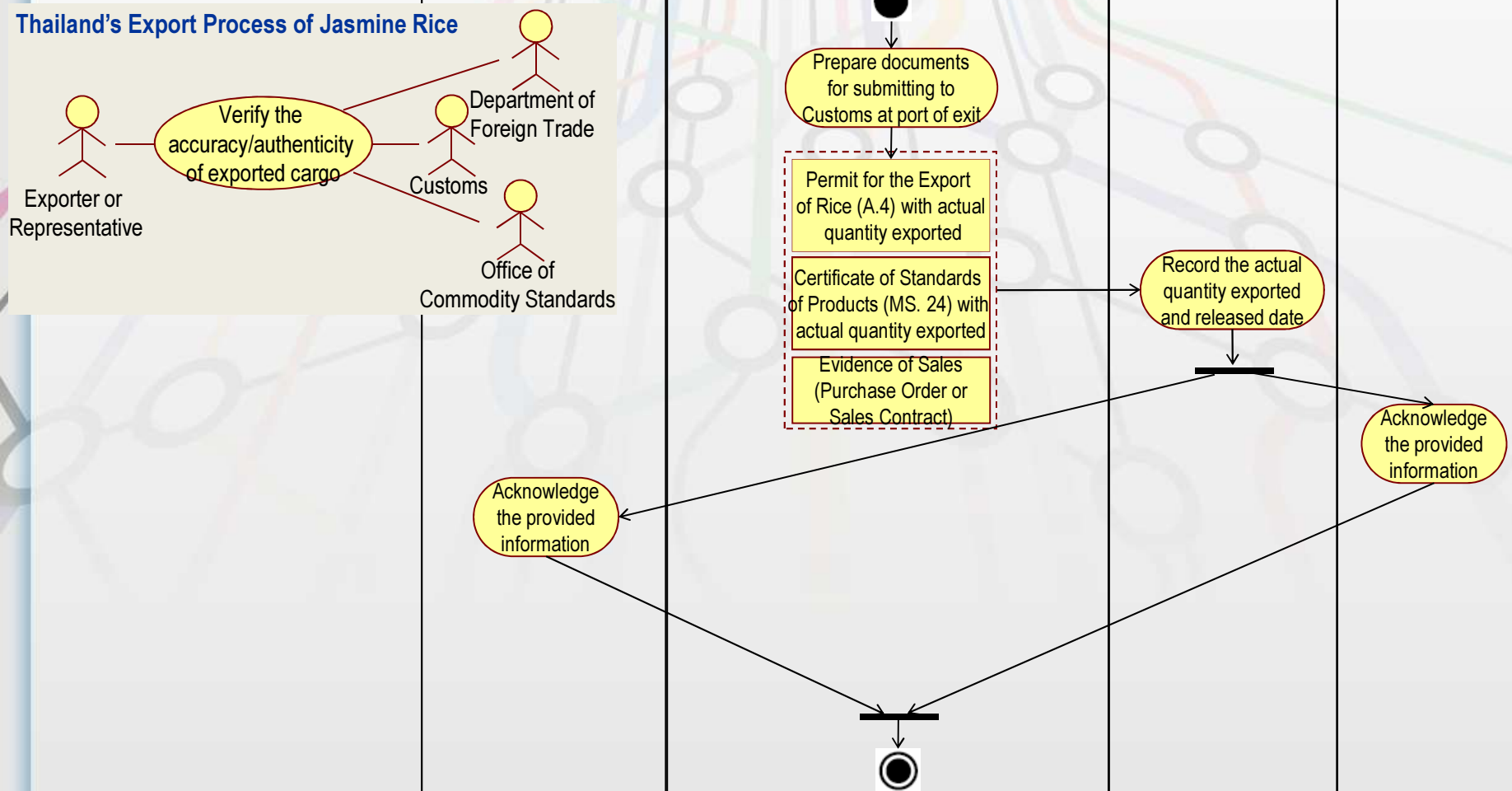


Example of redundant procedural and documentary requirements



Example I: Remove Redundancies

Thailand's Export Process of Jasmine Rice



From UNLK to EDI

FIATA FORWARDING INSTRUCTIONS FFI

| | | | | | | |
|----|--|------|---|----------------------|--|--------------------------------|
| 04 | Consignor (1) | | Emblem of National Association (2) | | (approved by FIATA) Consignor's reference No. | |
| 06 | | | | | | |
| 08 | Consignee (3) | | Freight Forwarder (4) | | | |
| 10 | | | | | | |
| 12 | | | | | | |
| 14 | Notify party (5) | | Country of origin (6) | | Documentary credit (7) | |
| 16 | | | | | | |
| 18 | Goods ready for shipment (8) | | Conditions of sale (9) | | | |
| 20 | Place _____ Date _____ | | | | | |
| 22 | Mode of transport (10) | | Transport insurance (11) | | Insurance conditions | |
| 24 | <input type="checkbox"/> Air <input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Sea | | Covered by us Covered by consignee To be covered by you | | Currency and value insured | |
| 26 | Place of destination | | | | | |
| 28 | Marks & numbers (12) | (13) | Number & type of pkgs. | Description of goods | Commodity code (14) | Gross weight (15) Cube (16) |

FIATA FORWARDING INSTRUCTIONS FFI

| | | | | | |
|------------------|--|---|------------------------|---|---------------------|
| Consignor (1) | | Emblem of National Association (2) | | (approved by FIATA) Consignor's reference No. | |
| 04 | | 35 | | 26 | |
| | | 35 | | 26 | |
| 06 | | 35 | | 26 | |
| | | 35 | | 26 | |
| 08 | | 35 | | 26 | |
| Consignee (3) | | Freight Forwarder (4) | | | |
| 10 | | 35 | | 35 | |
| | | 35 | | 35 | |
| 12 | | 35 | | 35 | |
| | | 35 | | 35 | |
| 14 | | 35 | | 35 | |
| Notify party (5) | | Country of origin (6) | | Documentary credit (7) | |
| 16 | | 35 | 17 | 17 | |
| | | 35 | 17 | 17 | |
| 18 | | 35 | 17 | 17 | |
| Cndr | 3336 Consignor. Party Identification. Text | Name of the party consigning goods as stipulated in the an..512 Consignor | Sender, Shipper | AWB: L 05-08, P 09-44 CIMP: (109):an..14; (300):an..35; (301):an..35; (302):an..17; (303):an..9; (304):a2; (305):an..9 UNLK: an..35x5; L 04-08, P 09-44 (CIM 10-IMP 1) SAD: (SAD 2) | |
| 20 | Marks & numbers (12) | (13) | Number & type of pkgs. | Description of goods (14) | Commodity code (15) |
| | | | | | Gross weight (15) |
| | | | | | Cube (16) |

EDIFACT Name and Address Segment (NAD)

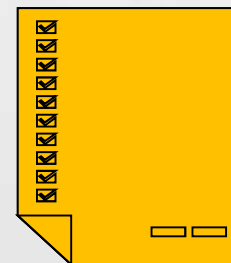
NAD NAME AND ADDRESS

Function: To specify the name/address and their related function, either by C082 only and/or unstructured by C058 or structured by C080 thru 3207.

| | | | | |
|----------------------|-----------------------------------|---|---|--------|
| 3035 | PARTY FUNCTION CODE QUALIFIER | M | 1 | an..3 |
| C082 | PARTY IDENTIFICATION DETAILS | C | 1 | |
| 3039 | Party identifier | M | | an..35 |
| 1131 | Code list identification code | C | | an..17 |
| 3055 | Code list responsible agency code | C | | an..3 |
| C058 | NAME AND ADDRESS | C | 1 | |
| 3124 | Name and address description | M | | an..35 |
| 3124 | Name and address description | C | | an..35 |
| 3124 | Name and address description | C | | an..35 |
| 3124 | Name and address description | C | | an..35 |
| 3124 | Name and address description | C | | an..35 |

Conclusion

- **Trade documents are core means of information exchange in international trade**
- **Forms for international trade documents shall be aligned to the UNLK - the lead standard for simplification of paper based trade documents.**
- **With its clear and unambiguous meaning of information, UNTDED definitions shall be used for describing the semantic of information in trade documents.**
- **Simplifying and standardizing trade documents based on international standards allow for formalization and simplification of processes and automation of trade documents and procedures.**



Exercise 2: A standard layout for trade documents

- **Look at an ATIGA Form D:**
 - Is it an aligned document? Find examples for the application of the 4 UNLK rules in the document.
 - What UNLK components can you identify?
 - Which type of code lists does it contain?
- **A national aligned set of trade documents/forms server in your country:**
 - Which documents are aligned in your country?
 - What could your county do to align its trade documents?
 - A national forms server: Is it feasible? What would be the costs, benefits for trade /governments
 - How could a forms server be implemented: Phases, objectives, organization, maintenance..

Thank you!

For more see Establishing a Single Window Itinerary:
<http://tfig.unece.org/contents/rationalising-documents-data-requirements.htm>

Link to:

